

# INFORMATION NOTICE

## WORKFORCE SERVICES

Number: WSIN08-34

Date: February 3, 2009

Expiration Date: 3/2/11

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: STATE EMPLOYEE FURLOUGH PLAN

This notice replaces Workforce Services Information Notice WSIN08-31, and provides updated information about the State worker furlough plan. In contrast to what was announced in the earlier notice, it has been determined that due to the very high workload and demand for Unemployment Insurance (UI) services it is imperative that the Employment Development Department (EDD) keep the UI phone lines open for business.

Below is a revised outline of the effects that the State worker furlough plan will have on the One-Stop Career Centers located throughout California. Pursuant to [Executive Order S-16-08](#) issued by the Governor on December 19, 2008, the Department of Personnel Administration under the Governor's authority issued a [memorandum](#) describing the details of a furlough plan that will result in the closing of general government operations on the first and third Fridays of each month. The furlough plan becomes effective February 2009 and continues through June 2010. The first furlough day under this plan will be February 6, 2009.

This furlough plan will affect the availability of EDD employees and services in one of the following three ways:

- In all EDD owned or leased buildings, EDD Workforce Services Branch employees will not be present on the designated furlough days and offices may be closed. Although EDD employees will not be present on the furlough days, the One-Stop Career Centers may remain open if partner staff is available to assist customers with job search and training needs. The UI phone lines and computer services will remain open to the public but in-person UI services will not be available in the One-Stop Career Centers due to EDD staff not being present on the designated furlough days.
- All EDD stand-alone facilities exclusively occupied by EDD Workforce Services Branch staff will be closed on the furlough days.
- For all other facilities where EDD Workforce Services Branch staff is collocated, there will be no EDD presence on the furlough days. The UI phone lines and computer services will remain open to the public but in-person UI services will not be available in the One-Stop Career Centers due to EDD staff not being present on the designated furlough days.

EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice). TTY users, please call the California Relay Service at 711.

There are two window display notices attached informing customers of the furlough plan and absence of EDD staff and services on these designated days. Please post the notice appropriate to your circumstances in a conspicuous location near public entrance points.

We apologize for any inconvenience this may cause.

/S/ BOB HERMSMEIER  
Chief  
Workforce Services Division

Attachments are available on the Internet:

1. [Window Display Notice One](#) (PDF)
2. [Window Display Notice Two](#) (PDF)